

SECRET

Approved For Release 2000/06/19 : CIA-RDP80-00832A000100080007-1
ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

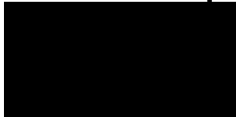
FROM:

INCENTIVE AWARDS COMMITTEE
29-114 CURIE HALL

NO.

DATE

5 February 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, ESD	Wing E				<p>2-3 line review and put comments in margin on cases which I feel need add info or look too generous in awards.</p> <p>25X1A</p> 
2. DAD/P	223 Curie Hall			<i>Jim</i>	
3. AD/P Chairman, Incentive Award Committee	217 Curie Hall				
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

FORM NO. 51-10
FEB 1950

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16-61155-1

U. S. GOVERNMENT PRINTING OFFICE

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5 February 1954

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Committee

25X1A

25X1A

1. In accordance with the provisions of [REDACTED] Incentive Awards Program, the CIA Incentive Awards Committee will meet on Thursday, 11 February 1954 at 2:00 P.M. in Room 223, Curie Hall.

2. For initial Committee consideration, there is one recommendation for a Commendatory Award and fourteen employee suggestions. The Commendatory Award recommendation is outlined in Tab 8; the suggestions, together with the evaluation brief prepared for each, are summarized in Tabs 2 through 7, and 9 through 15, and are supplied to you for your advance information. Samples of proposed forms, sketches and other material mentioned in the attached briefings will be available to you at the meeting.

3. In order to provide ample time for discussion of the suggestions and Commendatory Award recommendation, it would be appreciated if the attached briefings could be reviewed by you in advance of the meeting.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

[REDACTED]

Executive Secretary

25X1A

Attachments:

Tabs 1 through 15

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A G E N D A

COMENDATORY AWARD

	<u>NAME</u>	<u>TAB NO.</u>
25X1A		8

SUGGESTIONS

<u>SUGGESTION NO.</u>	<u>TAB NO.</u>
583	1
689	2
3-W	3
4-W	4
598	5
322	6
692	7
378	9
587	10
572	11
540	12
569	13
567	14
533	15

Employee Suggestion No. 583

Approved.

A. Summary of the Suggestion:

The suggester proposes a method of dust-proofing small mechanical bins for the handling of sensitive items of equipment in order to effect a savings in man-hours necessitated by present procedures. This method consists of a draw-type curtain being made to slip on a rod six feet long which would then be attached along top of the bins with material heavy enough to hang close across the bins, thus shutting out dust. The curtains would be made in two sections with draw strings in each and should measure 3 1/2 feet wide by 7 feet high.

B. Present Method:

Items in mechanical bins are dusted manually, requiring from two to three man-hours daily in being dusted. As a result of the dusting, items are not put back in their proper location which delays the filing of requisitions as a result.

C. Proposed Method:

With draw-type curtains considerably less misplacement of items will take place and items of equipment will remain free from harmful dust for a longer period of time. Implementation of the suggestion would free warehouse employees to do other assigned duties.

D. Evaluation of Concerned Office:

The Logistics Office has indicated that the suggestion will be adopted for use in the following recommendation:

"This office concurs in this suggestion and the depot is taking steps to have curtains installed on bins containing sensitive items.

"The savings in man hours per year will amount to approximately \$2,000.00."

E. Recommendation:

In keeping with the Table of Awards for suggestions with tangible savings, an award of \$75.00 is recommended based upon the estimated savings.

Employee Suggestion No. 689

Approved

A. Summary of the Suggestion:

The suggester proposes the Agency use of Transloid, a paper base film manufactured by the Haloid Co., to replace higher priced films wherever feasible. Printing jobs requiring speed such as Intelligence Interview Reports, News Clippings, Office Memoranda, and various Ozalid jobs, to name a few, can be done on this film.

B. Evaluation of Concerned Office:

The Chief, General Services Office has recommended that this suggestion be adopted for use and has supplied the following evaluation:

"Satisfactory tests have been made at the [REDACTED] Plant using the recommended Transloid film.

25X1A

"The film has definite applicability in the Plant and savings realized amounts to approximately \$15.00 per 100 sheets. An annual savings of \$1,000.00 would be realized on our estimated consumption of 6600 sheets of the Transloid film.

"It is recommended that the suggestion be adopted and that the person making the suggestion be compensated accordingly."

C. Recommendation:

Based upon the estimated savings as indicated in the above evaluation, an initial award of \$50.00 is recommended.

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Employee Suggestion No. 3-W

A. Summary of the Suggestion:

25X1A The suggester proposes that an automatic cut-off nozzle be installed on gasoline pumping equipment at the [REDACTED] motor pool in order to effect economy and efficient operations.

B. Evaluation:

This suggestion was submitted by a guard employee of [REDACTED]. The Engineering Division of the station has provided the following evaluation: 25X1A

"If this type of nozzle was installed, it is believed that it would save approximately one hour of labor per day and would provide a better opportunity for the gas attendant to check oil, water and tires on the vehicles. It would prevent the spillage of gasoline by cutting off the supply before the tank ran over. It would also eliminate the tendency to fill the tank to the full capacity and cause additional loss of gasoline due to expansion during hot weather. It is recommended that it be accepted."

The local Incentive Awards Committee met 22 January 1954, and after due consideration of the suggestion and the evaluation submitted by the Engineering Division, determined that a cash award was merited. An estimated average yearly saving of \$250.00 should result from implementation of this suggestion.

C. Recommendation:

In view of the above tangible savings and the intangible benefits of improving the efficiency of vehicular maintenance, that committee recommends an award of \$25.00 to the suggester.

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Next 1 Page(s) In Document Exempt

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- 2 -

"More direct provision has been made for coding information on financing of trade when it is described in such a manner to warrant coding it as a distinct subject. This occurs when the mechanics of financing are described. It usually involves mention of letters of credit or other negotiable instruments and the correspondent banks. In such a case it is coded as a foreign exchange transaction-772.5. All of these subjects are coded with appropriate area codes, and, when known, with related area codes. It is possible, however, that this information may not have been coded at all because of an oversight or because no such information was received. To ensure that the subject is coded properly in the future, instruction has again been given to all the Library Analysts with regard to the importance of the subject and the procedure as described above.

"We appreciate the researcher's suggestion and hope he will continue to bring to our attention proposals for improving our services."

C. Recommendation:

*make suggestion
can't agree that
is a gem* *question them closely on this*
In keeping with Paragraph 4, Part II - Suggestion Standards, contained in Committee Members Handbook, this suggestion should be considered for award since the suggestion is meritorious within the meaning of the law since it has brought about an improvement in operations or services.

Level D of the Scale of Awards for Suggestions with Intangible Benefits is recommended to the Committee for consideration for award.

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Employee Suggestion No. 322

Letter of Commendation

A. Summary of the Suggestion:

The suggester proposes the enforcement of the legal speed limit of 25 miles per hour on 26th Street as a safety measure of benefit to employees crossing between Que, M and Street Buildings.

25X1A

B. Evaluation of Concerned Offices:

The Chief, General Services Office, has advised the Committee that, although their office was not cognizant of speed law violations occurring in this area, they agreed that enforcement is mandatory in view of the heavy employee-pedestrian traffic crossing 26th Street between the above named buildings. Accordingly, they have contacted the United States Park Police on the matter and have been assured that 25 MPH signs will be erected in appropriate places on 26th Street in the near future. Recent conversion of of this block to northerly one-way traffic, however, eliminates the need for signs at both ends of Tempo M Building as also recommended in subject suggestion.

C. Recommendation:

HGR- A token award is recommended for this safety suggestion with intangible benefits in keeping with the Scale of Awards as found in the Committee handbook. For the information of the new Committee members, a cost analysis of an employee accident taken from employee compensation files is attached.

*I feel that a letter is all
that is warranted here -
can't agree with the
attempt at fixing savings
to govt (next page) if the man had fallen
from a tree his SC would have been available -
don't think this is a good case, I'll explain
verbally. *to use as an example.**

COST ANALYSIS OF EMPLOYEE ACCIDENT

To provide information and guidance to the Incentive Awards Committee in determining the value of suggestions relative to the elimination of safety hazards, the following cost analysis of an employee accident from the files of the Employee Services Division, Personnel Office is submitted:

The employee, while on official business, was struck by an automobile on 14 September 1951 in crossing the street enroute from one Agency building to another. The employee (top step GS-11, \$6,940 per annum) at his election was placed on sick and annual leave until 13 March 1953. Employee Compensation payments then started at the rate of \$388.20 each 4 weeks. He returned to duty 19 October 1953. Compensation payments to the employee totaled approximately \$7,764. If the employee had not elected to use his leave, the compensation payments would have amounted to \$10,776.

In addition, while there is no way of exactly estimating the cost of medical expenses involved, they have been estimated to range from two to four thousand dollars. On the basis of the above figures, it will be seen that the cost to the US Government for this one accident alone will total over \$10,000.

Employee Suggestion No. 692

\$20.
Approved

A. Summary of the Suggestion:

The suggester proposes the posting of cafeteria menus closer to the entrances in order to reduce delay caused by last minute deliberation of the menus in the serving lines. The implementation of the suggestion could result in a speeding-up of service with resultant shortened lunch periods to effect man-hour savings through such shorter lunch periods.

B. Evaluation of Concerned Office:

The Chief, General Services Office has indicated that the suggestion has been adopted for use. That Office further states:

"that arrangements have been made with Government Services, Incorporated to have existing menus re-located from the rear of serving counters to advantageous points nearer the entrance of these serving areas.

"It is the opinion of this office that this will help to eliminate the last-minute deliberation on menus by employees on the serving line."

C. Recommendation:

Approved previous awards by the Committee for suggestions concerning cafeteria improvements providing intangible benefits have ranged from \$20 to \$25. Assuming the serving of [redacted] employees daily in the "K" Building cafeteria and using the average grade of GS-8, if a reduction of 30 seconds in the waiting time of these employees were effected, a savings of approximately \$2,250 per annum could result. However, it is realized that this saving of time could be off-set by other factors and, therefore, is furnished the Committee as information to justify an award, rather than as a basis for award.

25X9

HR
I'd think a letter sufficient. unless we desire
to be extremely generous JCM

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Commendation Award

Letter of Commendation

A. Information about the Suggester:

25X1A [REDACTED] - Coordination and Requirements Staff, Logistics Office

B. Summary of the Accomplishment:

25X1A [REDACTED] developed a new form for use in the Logistics Office--Form No. 36-262, Requisition & Shipping Instructions for Supplies & Equipment. In developing this new requisitioning form, [REDACTED] worked with the operating personnel, who use the form to initiate requisitions, as well as the processing personnel, who receive the requisitions and act upon it. All items and suggestions by these personnel were incorporated in the form and their final agreement obtained. The form eliminated the two forms previously used.

C. Comments of Concerned Office:

25X1A The Logistics Office recommends to the Incentive Awards Committee that the accomplishment of [REDACTED] be considered for a Commendatory Award under the provisions of Paragraph 3a(5), [REDACTED] Incentive Awards Program, in the belief that industry and initiative of the type outlined above deserves recognition above that normally given by the supervisor. Mr. [REDACTED] supervisor has indicated that the form was developed entirely on his own initiative and was not a part of the normal requirements of the duties of his position. However, upon further investigation, the Committee Secretary discovered that other factors existed in the development of the form which resulted in a determination being made by the office that a Commendatory Award through the Incentive Award's channels would be in the best interests of the office.

25X1A

what are the factors "was the original recommendation in error?"
Jam

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C O P Y

TO : Chief of Logistics
FROM : Chief, Coordination Section
SUBJECT: Incentive Award

25X1A

1. [REDACTED], a member of my Section, has developed a new form for requisitions (Tab A). This form was developed entirely on his own initiative and was not a part of the normal requirements or the duties of his position.

2. In developing the new requisitioning form, [REDACTED] has worked with the operating personnel who use the form to initiate requisitions, as well as the processing personnel who receive the requisition and act upon it. All ideas and suggestions by these personnel have been incorporated in the form and their final agreement obtained. The form has been approved for use and will eliminate the two forms previously used (Tab B).

25X1A

3. This office is not in a position to evaluate the monetary savings involved.

4. Industry and initiative of this type deserves recognition above that normally given by the undersigned as supervisor.

5. It is recommended that some Agency-wide recognition be given to [REDACTED]

25X1A

25X1A

Concurrences:

25X1A

[REDACTED]
Chief, Coordination and
Planning Branch

[REDACTED]
Chief, Coordination and
Requirements Staff

25X1A

2 Attachments
Tab A
Tab B

LO/CR/CP/PS/LWD:rde (10/20/53)

Distribution
1 Official File (C&R-O&M 2-1)

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C O P Y

Security Information

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Approved For Release 2000/06/19 : CIA-RDP80-00832A000100080007-1

C O P Y

TO : Executive Secretary, Incentive Awards Committee
FROM : Acting Chief, Administrative Staff, Logistics Office
SUBJECT: Incentive Award

25X1A

1. Attached hereto is a recommendation for an incentive award for [REDACTED], Coordination and Requirements Staff, Logistics Office. Also attached are copies of the new and obsolete forms described in the recommendation.

2. The new form (36-262 & 36-262A), Requisition and Shipping Instructions for Supplies and Equipment, is currently being reproduced for distribution and use throughout the Agency.

25X1A

3. As a result of coordinating the attached recommendation within the Logistics Office, it has been determined that [REDACTED] demonstrated outstanding qualities of interest and leadership in the development of the new form and that he should be issued an appropriate commendation award.

[REDACTED] 25X1A

1 Enclosure
Recommendation (as mentioned
above) w/Tabs A and B

LO/AS/JDD:mel (27 November 1953)

Distribution:

O&I - Addressee
1 - LO/Official file
1 - C&R Staff

SECRET

Security Information

C O P Y

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Suggestion Number 378

A. SUMMARY OF SUGGESTION

The suggestion proposes that the width of the nine forms of the 51-series, Information Report, be reduced from $8\frac{1}{2}$ inches to 8 inches in order to expedite the extracting and carding on standard 5 by 8 cards of information published in CIA reports. In addition to benefits accruing to the Agency, other IAC Agencies, also using 5 by 8 inch cards for carding intelligence information, would be benefitted by a similar format of CIA reports.

B. EVALUATION

This suggestion was initially referred to the Chief, General Services, June 1953, and that Office has supplied the following evaluation in a memorandum dated 5 August 1953:

"... The suggestion was referred to OO for comment and that Office concurs in the suggestion that the width of the forms be reduced from $8\frac{1}{2}$ inches. . . . OO also calls attention to a similar proposal made in December 1951 by the Chief, Industrial Register, OCD." ([REDACTED]), 25X1A
unaware of the Incentive Awards Program, submitted this suggestion through supervisory channels 27 May 1951 with the thought that when approved by his supervisor the suggestion would be formally submitted.) "We find that action was taken in December 1951 to have the width of the printing on these forms reduced. . . . However, there apparently was no follow through on this change as the forms have since been printed on $8\frac{1}{2}$ inch by 14 inch paper. Since these forms are reproducible masters from which copies of the reports are printed 8 by 14 inch paper can be used. This office concurs in the suggestion that the width of these forms be reduced to facilitate the extracting and carding of information. . . . It is not possible to estimate monetary savings, if any, to the IAC agencies, which will result from more efficient extracting and carding. However, the suggestion has merit for its promotion of increased efficiency. . . . OO suggests that the suggestion be referred to OCD for their consideration."

In a memorandum dated 11 August 1953 from the Industrial Register Division, OCD the following information was furnished:

"... IR did initiate in 1951 the same suggestion contained in Employee Suggestion No. 378. It was originated by Mr. [REDACTED] and discussed by [REDACTED], then Chief of the [REDACTED], 25X1A

25X1A

25X1A

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Industrial Register, with the Chiefs of FDD and OO/C. IR feels the same today as it did in 1951. In a representative six-months period, from December 1952 to April 1953, IR received 17,509 SO, OO, and FDD publications. All of these reports had to be trimmed down to a width of 8 inches to fit our files."

In September 1953 the Executive Secretary, following up on this suggestion, met informally with the Chief, Printing and Reproduction Division to discuss the possibility of implementing the suggestion. Following that conference, a memorandum dated 13 October 1953 was received from the Chief of that Division suggesting that a memorandum be written by the controlling office to the Chief, General Services, requesting that the necessary changes be made in the format of the form. The Committee Secretary then discussed the suggestion with the Forms Control Staff and the final evaluation was received from the Chief, General Services on 30 November 1953 recommending that the suggestion be adopted for use. A part of that evaluation is quoted below.

"Suggestion #378 is not new, as [REDACTED] 27 May 51 suggestion covered the same material. However, insofar as this office can determine no positive action was ever taken on his suggestion, other than to obtain comments from interested activities.

25X1A

"In view of the long history of clearly established requirements for an 8 inch width limitation on run-off copies of information reports the following positive action will be taken by the Forms Management Staff, GSO.

"Forms 51-4A, 51-4A-1, 51-4 AA, 51-4B, 51-4C, 51-4D, 51-5, 51-61 and 51-61A will not be reprinted in their present format.

"Whenever a reprint of any of these forms is requested, revision of the format will be made to provide for an actual 'image size'. . . Coordination with offices of primary interest will be effected prior to procurement.

"In the interim, obsolescence of stocks is considered uneconomical. It is suggested that the offices of primary interest in these forms issue suitable instructions to preparing activities to provide for typing fill-in information on the various masters in accordance with the dimensions referred to in par 2 b above . . . (instructions given here for offices preparing reports)

"As stated in our memorandum of 5 Aug. '53, a monetary savings will not result from reducing the size of run-off copies. Principal savings will result from more efficient carding procedures both within and outside the Agency. While such

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savings are recognizable, tangible and computable, sufficient data is not available to this office to make such computations . . . It is desired to point out that if and when an award is made it would seem appropriate that both [REDACTED], the original suggestor, and the originator of suggestion #378 share in the award. While #378 is not original [REDACTED] suggestion was apparently dead. Hence #378 has had the effect of resurrecting [REDACTED] suggestion and securing favorable positive action."

25X1A

25X1A

25X1A

C. ESTIMATED SAVINGS

Inquiry made January 1954 by the Executive Secretary to a principal user of the reports, Industrial Register Division, OGD elicited the following estimate of savings:

- a. The Industrial Register Division indicates that a total of approximately 36,768 SO, OO, and FID publications were received from December 1952 to December 1953 (based upon a representative six-month period with allowance for a 10% increase in the number of reports received for the last six months). All of these reports were required to be trimmed by hand to fit the files.
- b. IR estimates that a total of 1,225 man-hours were required to process these reports for filing due to their oversize.
- c. (The average grade of employees engaged in this activity is estimated at the GS-7 level (employees performing this duty range from GS-5 to GS-9)).
- d. Multiplying the hour salary of GS-7, \$2.02 by 1,225 man-hours results in potential savings of \$2,474.

D. Recommendation:

It is recommended that, in view of the circumstances, a shared award be considered by the Committee for [REDACTED] and the suggester. It is believed that a further recommendation from the Committee member from DD/I, [REDACTED] would be most appropriate.

25X1A

25X1A

rather a high grade for a paper cutter.

*\$ 50.- each
Approved*

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Employee Suggestion #587

A. Summary of the Suggester

The suggester proposes that, in the pouching of material too large to be contained in Air mail envelopes, the choice of envelopes be left to the person doing the pouching rather than being labelled by employees preparing the typed material as at present. In this way the poucher would be enabled to select the proper size envelope for dispatching. Savings should be effected not only in the conservation of envelopes but also in the cost of transportation through a reduction of total weight.

B. Evaluation of Concerned Offices

This suggestion was initially evaluated by the Chief, Records Integration Division, DD/P, who has supplied the following information:

"This employee suggestion has been reviewed in RI, and is considered to have merit in principle. However, it does not provide comparative cost and savings, nor does the employee suggested a means of enforcing the necessary instructions for the use of envelopes. . . . The pouching clerks exercise freedom of choice in the size envelopes considered necessary. . . . The pouching clerks are also instructed to use the smallest envelope possible. . . . The following cost for kraft envelopes have been obtained from the Building Supply Officer. . . (ranging from \$3.50 per thousand for 6 $\frac{1}{2}$ " x 9 $\frac{1}{2}$ " to \$49.10 per thousand for 14 $\frac{1}{2}$ " x 18" size."

The Logistics Office has recommended that the suggestion be adopted for use and has supplied the following evaluation to the Committee:

1. "That portion of the suggestion recommending instruction regarding the use of envelopes as small as possible has merit in principle, however, no estimate can be furnished as to any savings which may result.
2. "The prices of the envelopes, as shown in the evaluation by Chief, RI, are correct and it is quite apparent that proper utilization of the envelopes according to the size or bulk of material to be placed in the envelopes will result in dollar savings.

3. "In conjunction with the Supply Economy Program, it is the intention of the Supply Division/LO to utilize this suggestion as material in subsequent issuances concerning supply matters in general."

The Logistics Office has indicated that while it is questionable as to any savings which may result from use of the suggestion, they have recommended that an award be considered.

Following the receipt of the above evaluations, the Executive Secretary obtained the following figures on the issuing of kraft envelopes in the area serviced by the Building Supply Room in Jay Building with RI indicated as the principal user. For the three-month period, October through December 1953, 41,000 kraft envelopes of the sizes listed above were issued. The Building Supply Officer indicated that he believed this was a representative issued figure for any given three-month period of the year, therefore, it would appear that the total figure for a year's issue would be 164,000 envelopes.

C. Recommendation:

In view of the intention of the Logistics Office to utilize this suggestion in connection with its Supply Economy Program, it is recommended that an award be considered to the suggester. The savings to be effected are considered intangible.

*Postpone until
next meeting*

Employee Suggestion No. 572

A. Summary of Suggestion:

The suggester proposes that the seven forms in the 35-31 series be designated by an alphabetical sub-designation in order to provide for more exact RI requisitioning, supply and delivery procedures. At present, Form No. 35-31 is used in seven different combinations, all alike in format, the distinguishing feature being the color and number of carbon inserts to each form. The number of carbon inserts and color govern their use in Records Integration. In ordering these forms, it is necessary to denote which particular color and number of inserts is needed. This has lead to frequent misinterpretations in the past in requisitioning particular combinations of the form.

B. Evaluation of Concerned Offices:

The Chief, Records Integration Division has recommended the suggestion be adopted for use and has supplied the following information:

"....The monetary savings resulting from this suggestion cannot be estimated by RI, but there would result improvement in working conditions through more orderly and exact RI requisitioning, supply, and delivery procedures. An exact nomenclature of the abstract forms would also tend to eliminate any errors in RI resulting from confusion in the selection and use of the proper abstracts. It would also simplify the procurement and handling of the forms in Building Supply.

"It is possible that the Building Supply Officer can provide information regarding any monetary savings to be realized by the adoption of this suggestion.

The suggestion was further referred to the Logistics Office. That office indicated concurrence in the proposes suggestion and recommended that it be transmitted to the Forms Control Officer for final evaluation.

The Chief, General Services Office, has made a final recommendation that the suggestion be adopted for use. A part of that evaluation is quoted below for the information of the Committee:

"....We concur in suggestor's contention that designation of seven different combinations of the basic form by an alphabetical sub-designation following the form number would simplify requisitioning and handling procedures. Numbers will be changed by the Forms Management Staff of this office when supplies are re-ordered."

There follows identification of the proposed forms. The General Services Office also indicated that because of the large quantities used (estimated 150,000 per annum) and their understanding that at times preparation of these forms becomes more or less a production operation, they recommend that consideration be given to utilizing these forms in a continuous or semi-continuous style. This was discussed with the Chief, RI, by the Executive Secretary of the Committee who was informed that this latter recommendation was not considered practicable by RI.

C. Recommendation:

In view of the difficulty in estimating monetary savings involved in the adoption of this suggestion, it is recommended that an award based on intangible benefits under Level "D" in the Scale of Awards be considered.

#25.
Approved

Employee Suggestion No. 540

A. Summary of the Suggestion:

The suggester proposes that, in order to increase efficiency and speed, files be arranged to run in a horizontal sequence rather than the vertical sequence now employed. This arrangement would also greatly improve our present system of file expansion and effect savings.

B. Evaluation of Concerned Office:

The Chief, General Services Office has indicated that the suggested arrangement of file material in file cabinets is not considered an improvement over the present arrangement for the following reasons:

- a. "The theory for expanding the file, which is the basis of the suggestion, is not true in actual practice because it is very unusual for all portions of a file to expand equally. In addition, files require expanding only at infrequent intervals.
- b. "The arrangement suggested can be utilized only when a file is voluminous enough to require a large number of file cabinets.
- c. "Standing, or sitting, in one position is monotonous and tiring and leads to loss of efficiency."

C. Recommendation:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

OK

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Employee Suggestion No. 569

A. Summary of the Suggestion:

The suggester proposes that the use of a snap-out dispatch form (see attached proposed form) be adopted by the Agency to provide savings in typing, filing, assembling, and to further increase the use of dispatches thereby decreasing the use of expensive cable facilities.

B. Evaluation of Concerned Office:

The Chief, Records Integration, DD/P, advises that such a proposal has been under consideration for the past two years, and is presently under study by Organization and Methods Service. The ramifications of the introduction of a reproducible dispatch form include security, personnel available, equipment, space, Headquarters and Field supplies and the problem of the reproduction of enclosures. A potential solution, presently under consideration, is the use of "facsimile transmission" coupled with multiple mechanical reproduction facilities. Further, it is not believed that the proposed form considered all the complexities of the problem.

D. Recommendation:

Rejection of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

OK

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Employee Suggestion No. 567

A. Summary of the Suggestion:

The suggester proposes that a schedule of OTR (TRS) training be instituted after normal office hours to:

- (a) further Career Service development;
- (b) to provide a greater efficiency through more highly trained personnel; training those staff members who cannot be made available for full-time training due to work load and/or lack of sufficient or qualified personnel to fulfill current work load during absence of regular incumbence of positions.
- (c) To enhance morale through making training available to those who cannot be made available for full-time training.

B. Evaluation of Concerned Office:

The Director of Training has advised rejection for the following reasons:

- (a) The administration of this proposal would not be as simple as it is implied in this suggestion. The provision of study materials and clerical help would present problems. The use of space at night would cause complications for the day-time students who need and desire to study after hours.
- (b) Procurement of instructors would be the most serious problem. The present staff of instructors could not take on this additional burden and any additional load would lessen their morale as well as their day-time effectiveness. The teaching staffs have had to put in overtime for years.
- (c) Selection of the individuals to take after-hours courses rather than the regular ones would be difficult to control. Theoretical, TR(S) could be placed in the position of having to do most of its work after hours, if enough people pleaded inability to get away from their desks. Stretched-out evening courses could be used by some individuals as a device to evade the formal regulations and training requirements.

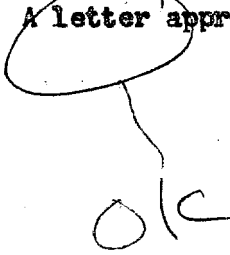
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- (d) The Office of Training disagrees with the concept of Training implied in this suggestion. Appropriate training is essential for the individual and his successful performance; it is so important that time must be found for it as part of his daily work. It is not an extra something to be acquired for "greater efficiency" and "professional improvement" if and when he can be spared from his regular duties.

C. Recommendation:

Rejection of this suggestion appears to be indicated in view of the above appraisal from the office concerned with the subject of the suggestion. A letter appropriate to the suggester is recommended.



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Employee Suggestion No. 533

A. Summary of the Suggestion:

The suggester proposes that IR, GR, Map Library, and CIA Library be housed in one place, or, as an alternative if the above is not possible, that reference personnel from each group be located in one central spot, as separation increases the difficulty of the researcher and may even prevent him from exploiting all possible intelligence source materials. This would also be beneficial to the library staffs who labor so diligently without adequate recognition of their actual accomplishments.

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B. Evaluation of Concerned Office:

The Office of Collection and Dissemination has furnished the Committee with the following information:

"OCD agrees with Suggestion No. 533 that it would be preferable to have all reference facilities located together in the same building, so that they would be more conveniently available to the researcher and to each other. CIA space problems have not yet permitted this ideal to be attained, and there is no immediate prospect of its accomplishment.

"The alternative suggestion - that a representative from each reference facility be assigned to work in the reference area of the CIA Library - is an idea that has been considered from time to time but has not been adopted for various reasons. The reference librarians are trained to work in close cooperation with the other reference facilities, and are informed concerning the reference material available from each Register. They are therefore able to advise the researcher when it would be helpful to consult the other reference facilities, and will assist in making the required contact. The OCD Divisions work closely together as a team, and each separate facility is alert to the need of informing a requester regarding other OCD facilities in appropriate cases."

C. Recommendation:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

OK